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HIRING !!!**



Family Service
SUPPORT. STRENGTHEN. SERVE.

Date posted: 2/21/19

Date closed: 3/21/19

Or when filled

Job Title	Classroom Support Substitute (Bexar County Court Children's Protective Area)
Requisition Number	2019-0024
Department/Program	Parenting & Children Services / Bexar County Children's Court
Location	The Neighborhood Place/ Bexar County Courthouse
Position Type	Full-Time/ Non-Exempt
Work Days/Hours	Monday – Friday/ 40 hours per week
Pay Rate	\$9.50 per hour
Job Summary	The Classroom Support Substitute I at the Bexar County Court Children's Protective Area work in collaboration with court staff to greet Child Protective Service case workers/Lawyer/Bailiff as they bring the children into the protective area. The Classroom Support Substitute I is responsible for the care and supervision of children in accordance with regulations, licensing guidelines, and agency standards. Ensures that the classroom is one in which children are aware of expectations, provided with rules and maintain consistency, build a positive relationship with the children which focuses on positive communication, appropriate physical proximity, respect and positive discipline, and guidance. He/She is responsible for following all regulations, licensing requirements, and agency procedures and protocols with a focus on safety and promoting a positive experience for the children, and being a positive role model for the children.
Competencies & Skills	<p><u>Achievement Focus:</u></p> <ul style="list-style-type: none"> Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals. <p><u>Adaptability:</u></p> <ul style="list-style-type: none"> Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation. <p><u>Customer Service:</u></p> <ul style="list-style-type: none"> Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.
Qualifications & Experience	<p><u>Required</u></p> <ul style="list-style-type: none"> High school diploma or GED. Working with children in a child care setting. Current pediatric CPR and First Aid Certification. <p><u>Preferred</u></p> <ul style="list-style-type: none"> Previous experience with trauma informed care practices. Fluent in English and Spanish (read, write, and speak).

Interested applicants should send resume/application to:

Recruiting@family-service.org

(Please include **Job Title** and **Requisition Number** in correspondence)

Equal Opportunity Employer